

# Navigating the Student Reporting in Iowa (SRI) Application

## Part 1: Accessing Student Reporting in Iowa (SRI)

Student Reporting in Iowa (SRI) is found in the portal.

To access the portal go to [www.educateiowa.gov](http://www.educateiowa.gov), click on *Data & Reporting*, pull down to *Iowa Education Portal Information*.

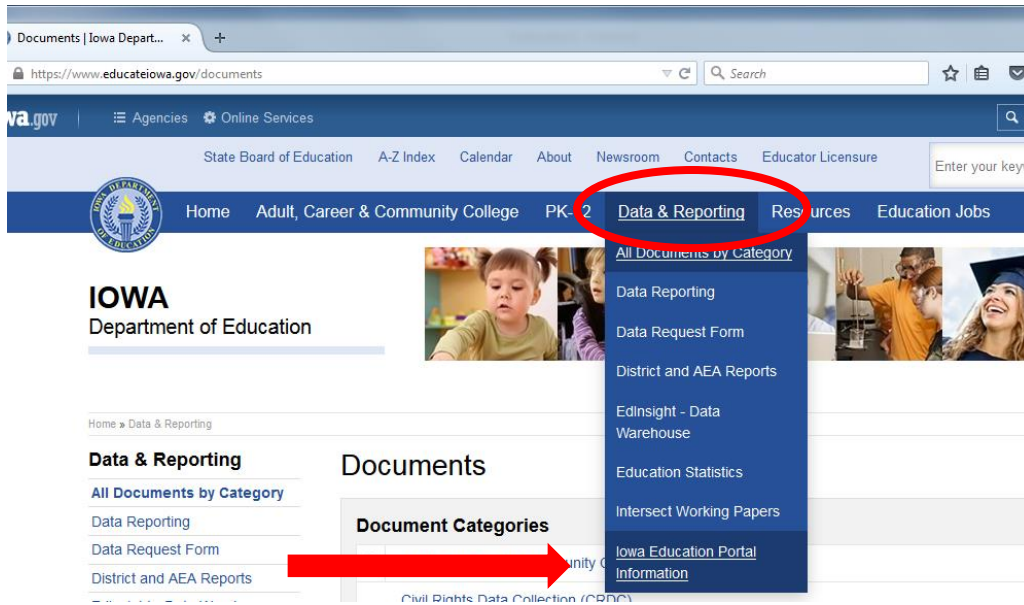


Figure 1: Screenshot of the home page for the Iowa Department of Education

Click on *Access the Iowa Education Portal here.*



Figure 2: Screen shot of the webpage after selecting Iowa Education Portal Information

The next page that will appear is the login page to the portal. On this page you will find information related to the portal, A&A, and contact information for the portal help desk.

To log in, click on A&A Account and pull down to *Sign-In*. You will need your A&A Account ID and password.

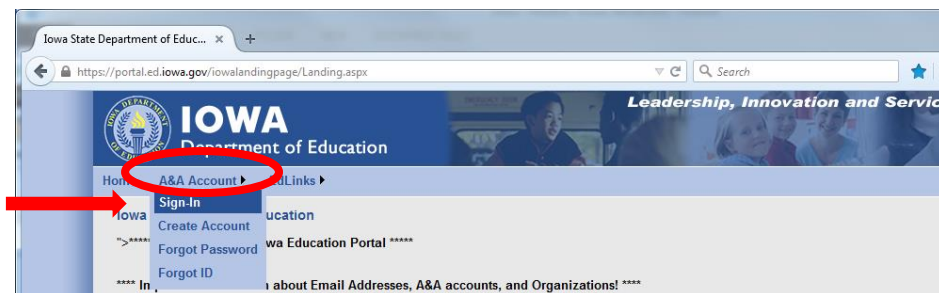


Figure 3: Screen shot showing the login page to the Iowa Education Portal

Once in the portal you will see links for the items to which you have access.

Click on *EdInfo*, pull down to *Student Level Applications* and then to *Student Reporting in Iowa*.

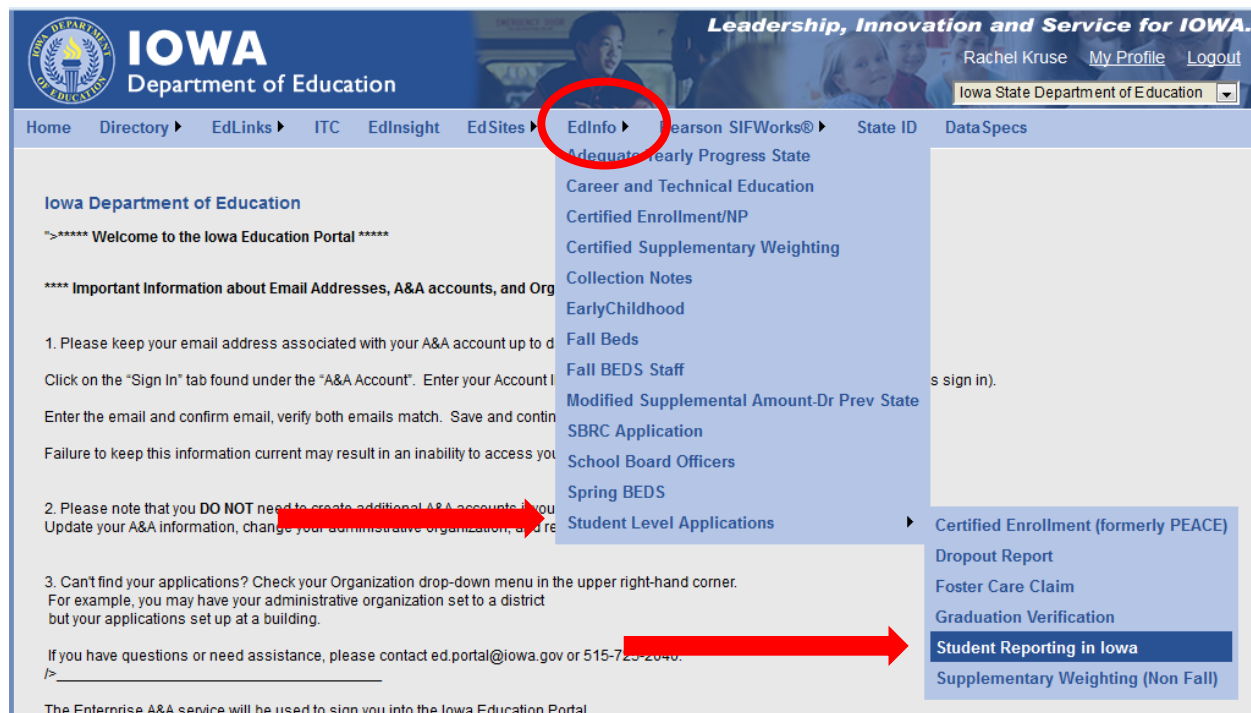
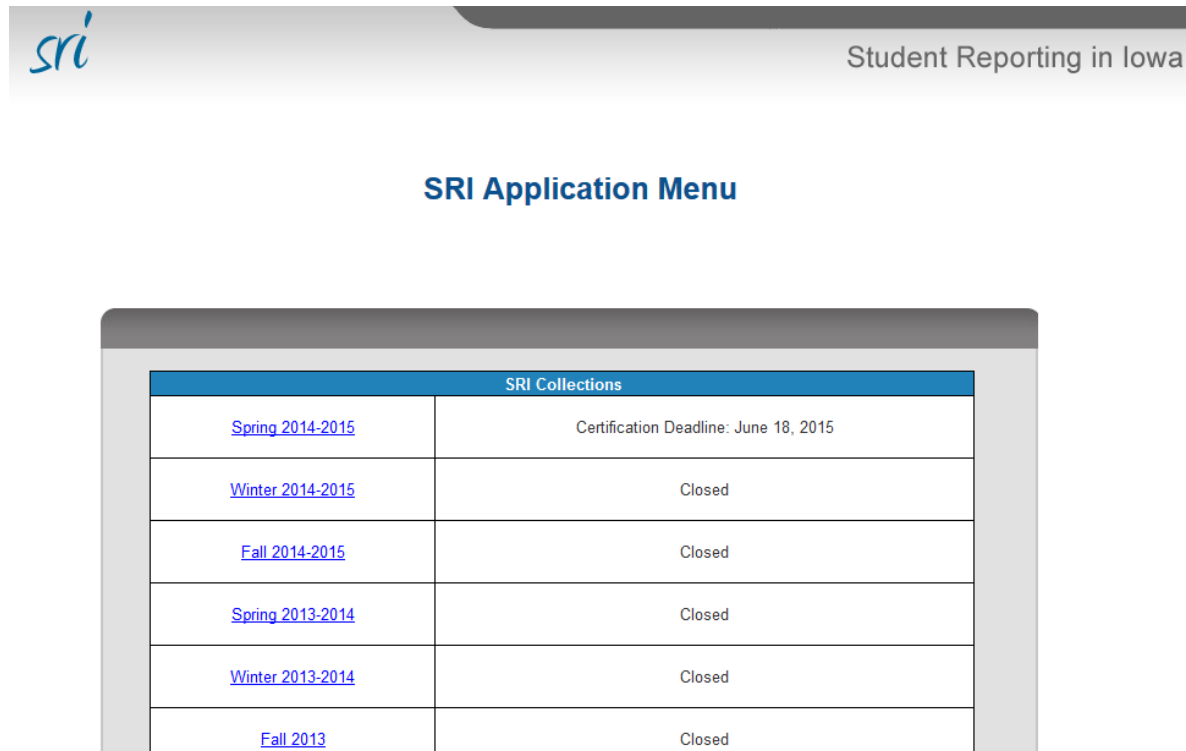


Figure 4: Screenshot showing the Home page of the Iowa Education Portal

The SRI Application Menu has a link to the current collection with the certification deadline as well as links to past submissions.

Click on the link for the current submission. You are able to view any past submission by clicking on the appropriate link. The 'Closed' means the application is past the certification deadline but you may still view the data. Data from past submissions may be helpful when filling out grant applications.



SRI Collections	
<a href="#">Spring 2014-2015</a>	Certification Deadline: June 18, 2015
<a href="#">Winter 2014-2015</a>	Closed
<a href="#">Fall 2014-2015</a>	Closed
<a href="#">Spring 2013-2014</a>	Closed
<a href="#">Winter 2013-2014</a>	Closed
<a href="#">Fall 2013</a>	Closed

Figure 5: Screenshot showing the SRI Application Menu

## Part 2: Layout of the Student Reporting in Iowa (SRI) Application Home Page

The Home page in SRI has the same layout regardless of the season.

The season will be displayed in the center of the screen towards the top.

The screenshot shows the SRI Home page layout. At the top is a menu bar with tabs: HOME, ENROLLMENT, PROGRAMS/INDICATORS, PK/KG, REMOVALS, COURSES, CE/SW, PRE-POPULATED, and E/W DETAILS. Below the menu bar, the season "SRI Fall 2014" is displayed in the center. Below this is a table titled "Application Status" with three columns: Application, Submitted, and Certified. The table contains two rows of data. Below the table is a section titled "SRI Contact" with contact information for Margie Hanson, Rachel Kruse, and Gary Kirchhoff. To the right of this section is a "District Contact" section with the text "SRI". To the right of that is a "Certification Status" section with the text "View".

Application	Submitted	Certified
SRI	Oct 28 2014 12:58PM	NA
Certified Enrollment	Oct 28 2014 1:34PM	Oct 28 2014 1:34PM

**SRI Contact**  
Margie Hanson 515-281-3214  
Rachel Kruse 515-281-4153  
Gary Kirchhoff 515-281-6278

**District Contact**  
SRI

**Certification Status**  
View

Figure 6: Screenshot showing the SRI Home page.

Across the top is a menu bar with several category tabs. You may click into each category to access a suite of reports. The layout of these reports will be discussed in Part 3: Viewing the Student Reporting in Iowa Reports on page 7. The categories remain constant regardless of the season. The individual reports may change slightly depending upon the season.

The screenshot shows the top menu bar of the SRI application. The menu bar contains the following tabs: HOME, ENROLLMENT, PROGRAMS/INDICATORS, PK/KG, REMOVALS, COURSES, CE/SW, PRE-POPULATED, and E/W DETAILS. A red box highlights the entire menu bar. Below the menu bar, the season "SRI Fall 2014" is displayed in the center. To the right of the season, there is a "Go" button.

Figure 7: Screenshot of the top menu bar in SRI

All error/warning messages will be displayed below the submission season on the Home page. The data goes through a second round of validation checks as it moves from VRF to SRI. Level 2 validation checks include items that are not able to be checked when the data is uploaded in VRF. The results of this validation round are displayed. Errors (E:) must be resolved prior certification. You may either click on the error/warning itself or click on the *E/W DETAILS* tab to view the list of students or courses involved in the error. See Part 4: Hints on Common Level 2 Validation Errors and Warnings on page 10.

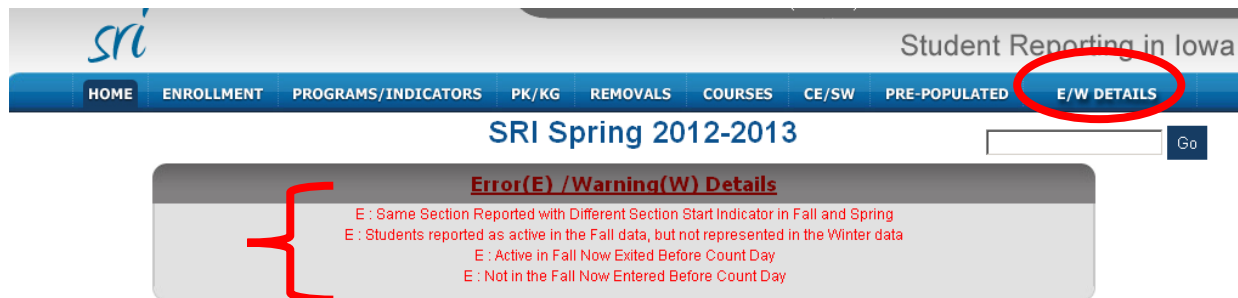


Figure 8: Screenshot of the Home page in SRI showing errors

In Winter and Spring a certification button will appear in bold once all of the errors are resolved. A district is not able to certify with Level 2 validation errors.

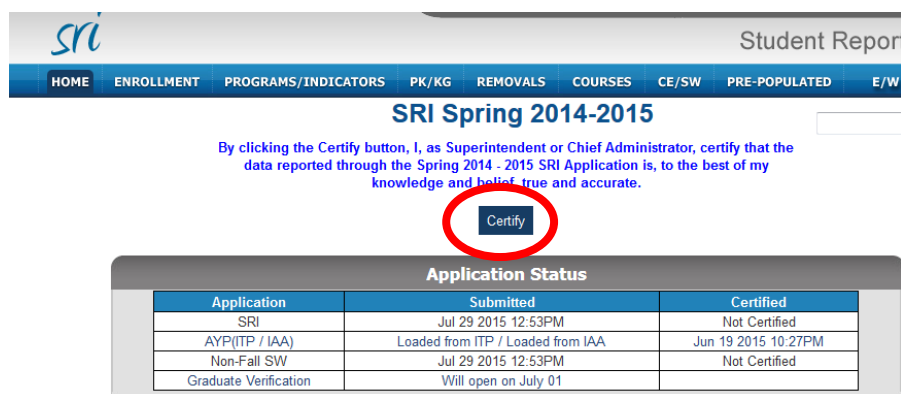


Figure 9: Screenshot showing SRI Home page with the 'Certify' button, Winter and Spring

**Note:** For the Fall Submission only, this button will say 'Click to Continue'. This moves the data to the Certified Enrollment Application. A district will then click 'Certify' in the Certified Enrollment Application once that application has been reviewed.

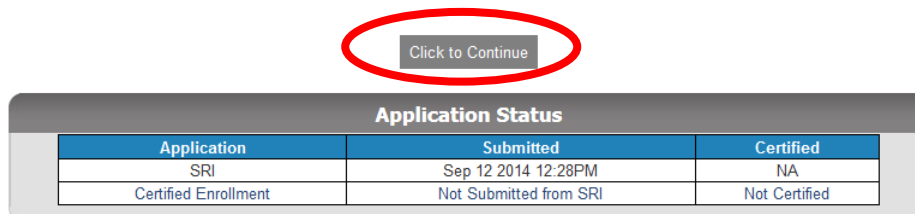


Figure 10: Screenshot showing the 'Click to Continue' button, Fall only

The Application Status box has three columns: Application, Submitted, and Certified. The Application column lists SRI and other applications receiving data directly from this season’s SRI submission. The Submitted column will display the time stamp as to when the application received data. The time stamp can be verify helpful when resubmitting data to SRI to know if the new data has reached SRI. The Certified column shows the status of the application.

Application Status		
Application	Submitted	Certified
SRI	Sep 12 2014 12:28PM	NA
Certified Enrollment	Not Submitted from SRI	Not Certified

Figure 11: Screenshot of the Application Status box on the Home page in SRI

At the very bottom of the page is a black footer with the following information:

**Contact Us** – Lists the names of the SRI consultants with a phone number. You may click on the name of a consultant to directly link to her/his email.

**District Contacts** – When you click *Edit* a screen showing contact information for the district is displayed. This information must be reviewed and updated, if necessary, before you are able to certify a submission.

**Certification Status** – When you click *View* you see a list of all districts in the state and the status of their submission. This is especially helpful when you are relying on data submitted from another district. See Figure 13 below.

Contact Us	District Contacts	Certification Status
Margaret Hanson 515-281-3214 Rachel Kruse 515-281-4153 Gary Kirchhoff 515-281-6278	Edit	View

Figure 12: Screenshot showing the bottom of the SRI Home page.

sri

Student Reporting

HOME

ENROLLMENT

PROGRAMS/INDICATORS

PK/KG

REMOVALS

COURSES

CE/SW

PRE-POPULATED

E/W DATA

SRI Fall 2014

District Status

SystemKey	District Name	Submitted to SRI	Data in CE
00090000	AGWSR Comm School District	X	X
00180000	Adair-Casey Comm School District	X	X
00270000	Adel DeSoto Minburn Comm School District	X	X
00630000	Akron Westfield Comm School District	X	X
00720000	Albert City-Truesdale Comm School District	X	X
00810000	Albia Comm School District	X	X
00990000	Alburnett Comm School District	X	X

Figure 13: Screenshot showing the Certification Status for all districts

## Part 3: Viewing the Student Reporting in Iowa (SRI) Reports

To view the accuracy of the data that was submitted by your district, you will want to click into the various SRI reports. Validations can check for incorrect codes and some missing data but only your district can determine if the number of students in a particular category is correct. If an error is found, the correction must be made in the Student Information System and new data uploaded to VRF and submitted to SRI.

All of the SRI reports follow the same format. Click on a category in the top menu bar to access the list of reports. A table showing the report name, a brief description of the data used to generate the report, and an overall count is displayed.

HOME

ENROLLMENT

PROGRAMS/INDICATORS

PK/KG

REMOVALS

COURSES

CE/SW

PRE-POPULATED

E/W DATA

Enrollment Status

All Buildings

Note: Active Student refers to Status as of Count Day(Oct1, 2014)

Reports	Description	Fall 2013	Fall 2014
<a href="#">ALL Students</a>	ALL Students	2960	<a href="#">3020</a>
<a href="#">BEDS Enrollment</a>	Active Students with Entry Codes of 1, 2, 3, 4, 5, 10, 11, 15, 17, 19, 81. Grade Level PK-12	2706	<a href="#">2758</a>
<a href="#">CPI (Dual Enrolled/HSAP)</a>	Active Students with Entry Codes of 6, 7, 9, 12, 13, 14, 21, 22, 23, 27, 28, 29	11	<a href="#">19</a>
<a href="#">CPI Dual Enrollment</a>	Active Students with Entry Codes '6', '9', '12', '13', '21', '22', '27', '28'		<a href="#">19</a>
<a href="#">Entry Type</a>	Active Students with BEDS Enrollment. Grade Level PK-12		<a href="#">2758</a>
<a href="#">IEP Level</a>	Students with IEP='3' and EntryCode ='4'		
<a href="#">Resident County</a>	Active Students by Resident County		<a href="#">2878</a>
<a href="#">Resident District</a>	Active Students by Resident District		<a href="#">2878</a>
<a href="#">Service Provider/Facility</a>	Active Students and Service Provider is not NULL		<a href="#">1</a>
<a href="#">Students Not Eligible for Funding</a>	Active Students with Entry Codes of 3, 10, 11, 15, 17, 30, 81, 82. EntryCodes of 6, 12, 21, 27 with CPIDualEnroll of 4		<a href="#">10</a>

Figure 14: Screenshot showing the list of reports in the *ENROLLMENT* category.

Click on a report name in the left hand column to see a breakdown of students by code for the element.

Reports	Description	Spring 13
<a href="#">21st Century</a>	BEDS Enrollment, 21st Century is Yes(1)	<a href="#">0</a>
<a href="#">At Risk</a>	BEDS Enrollment, At Risk of 1 or 2	<a href="#">2356</a>
<a href="#">Coordinated Early Intervening Services</a>	BEDS Enrollment, Early Intervening Services 1, 2, or 3	<a href="#">68</a>
<a href="#">ELL Status</a>	BEDS Enrollment, Active Students with ELL Status is 1, 2, 3, or 4	<a href="#">1846</a>
<a href="#">Foster Care</a>	BEDS Enrollment Active Students with Foster Care ='1' or '2'	<a href="#">36</a>

Figure 15: Screenshot of a reports list

Programs/Indicators	
All Buildings	
BEDS Enrollment, At Risk of 1 or 2	
<a href="#">Back</a>	
At Risk	
(1) Yes and in a Program Funded by Allowable Growth	<a href="#">2356</a>
(2) Yes but not in a Program Funded by Allowable Growth	<a href="#">0</a>
(0) No	<a href="#">18200</a>

Click on any count to see the list of students making up the count. If there are more than 500 students in the list, you will be asked to download the list to Excel.

Reports	Description	Spring 13
<a href="#">21st Century</a>	BEDS Enrollment, 21st Century is Yes(1)	<a href="#">0</a>
<a href="#">At Risk</a>	BEDS Enrollment, At Risk of 1 or 2	<a href="#">2356</a>
<a href="#">Coordinated Early Intervening Services</a>	BEDS Enrollment, Early Intervening Services 1, 2, or 3	<a href="#">68</a>
<a href="#">ELL Status</a>	BEDS Enrollment, Active Students with ELL Status is 1, 2, 3, or 4	<a href="#">1846</a>
<a href="#">Foster Care</a>	BEDS Enrollment, Active Students with Foster Care = '1' or '2'	<a href="#">35</a>

If you click on any count you will see the breakdown of students by race/ethnicity.

Programs/Indicators																		
ELL Status																		
BEDS Enrollment, Active Students with ELL Status is 1, 2, 3, or 4																		
<a href="#">Back</a>																		
School	PKIEP	PK3	PK4	PK5	KG	1	2	3	4	5	6	7	8	9	10	11	12	Total
(0000)															86	92	56	234
														7	10	6	6	34
														120				120
B)												60	40					100
												50	36					86
					40	38	40	38	40	36	38							270

Page 8



Click on any count to see list of students.

Programs/Indicators														
ELL Status														
BEDS Enrollment, Active Students with ELL Status is 1, 2, 3, or 4														
Back														
	Hispanic		White		Black		Asian		Pacific Islander		Nat. American		2+ Races	
Grade	M	F	M	F	M	F	M	F	M	F	M	F	M	F
10	<a href="#">4</a>	<a href="#">6</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">10</a>

Figure 19: Screenshot of a count broken down by race/ethnicity

All of the SRI reports are built so that you are able to drill down to student level data.

Back Download to Excel										
Local Student Id	School	State Student Id	Student Name	Grade	Gender	Entry Date	Entry Code	Exit Date	Exit Code	ELL Status
	0109			10	F	08/20/2014	1			4
	0109			10	M	08/20/2014	1			1
	0109			10	F	08/20/2014	1			1
	0109			10	M	09/22/2014	1			1
	0109			10	M	08/20/2014	1			1
	0109			10	M	08/20/2014	1			1
	0109			10	F	08/20/2014	1			1

Figure 20: Screenshot of a student level data

## Part 4: Hints on Common Level 2 Validation Errors and Warnings

The first time you move data from VRF to SRI it is very common to have Level 2 errors. Below are hints on some of the common errors and warnings at this level.

### 1. Students reported as active in the Spring data, but not represented in the Fall data.

*Note:* Depending upon the season, this error could also read as 'Students reported as active in the Fall data, but not represented in the Winter data' or 'Students reported as active in the Winter data, but not represented in the Spring data'.

When you click on this error you will see a list of students who were reported as actively enrolled in the submission of the previous season but for some reason were not included in the current submission. The student information showing is data from the previous submission.

HINT: Was this student active at the end of the previous school year and moved over the summer? This student must be sent in the fall submission with the correct exit information.

HINT: Was this student mistakenly sent as actively enrolled in the previous submission and should not be included in the current submission? Contact an SRI consultant.

HINT: Was this student sent in a prior submission with a different state ID? Compare the state ID showing on the screen with the state ID in your SIS. If the state ID is different, contact Becca Wemhoff at 515-281-5471.

### 2. Active in Fall Now Exited Before Count Day (Winter & Spring only)

This student was sent in the fall submission as actively enrolled on October 1<sup>st</sup> and included in Certified Enrollment count. Now, in the current submission, the student is sent with an exit date prior to Oct. 1<sup>st</sup>.

HINT: Double check entry and exit dates. If the student was sent incorrectly in the fall submission, contact an SRI consultant.

### 3. Not in the Fall Now Entered Before Count Day (Winter & Spring only)

This student was not included in the fall submission and was not included in Certified Enrollment. Now, in the current submission, the student is sent with an entry date prior to or on October 1<sup>st</sup>.

HINT: Did this student enroll prior to count day? If not, correct the entry date in your SIS and submit new data to VRF.

HINT: Was this student sent in a prior submission with a different state ID? Compare the state ID showing on the screen with the state ID in your SIS. If the state ID is different, contact Becca Wemhoff at 515-281-5471.

### 4. Students with potentially inaccurate enrollment records (Winter & Spring only)

The student was sent in the current submission with different enrollment data than what was sent in a previous submission. When you click on this error you will see the student with his/her enrollment information from this submission and the previous submission. Compare the data to find the discrepancy.

HINT: When a student has a change in entry code, resident district, IEP level, foster care status, or service provider, the current enrollment must be ended in your student information system with an exit code of '14' and a new enrollment created with the new information. You may not just edit the current enrollment for a student.

### 5. Invalid End or Change Enrollment (Fall & Spring only)

A student with an entry code of '1', '2', '3', '4', '5', '10', '15', '19', or '81' is not able to use exit code '14' End or Change Enrollment as a final exit code without a new enrollment.

HINT: If the student stopped coming to school and the whereabouts is unknown, use exit code '1' Transfer with Destination Code '13' Unknown or exit code '4' Dropout.

HINT: Refer to Add J – Exit Code Guide for more information on exiting students

### 6. Courses with the Same Student, Same CCN, Multiple Section Enrollments

A student can only be funded once per CCN.

HINT: Click on the error to get the name of the course. Click on the CCN to view the list of student. Locate the student enrolled in multiple sections. Why is this student enrolled in more than one section? Did the student switch sections and the student was not properly dropped from the previous section of the course in your student information system? Make needed corrections and upload new data.

### 7. Same CCN Reported as Both PSEO and Concurrent Enrollment

This is a warning. Once a district contracts for a course from the community college all sections of the course become concurrent enrollment regardless of instructional method, location, or time.

HINT: Check with your community college to see how your district will be billed.

### 8. School with no Students Reported with At-Risk 2

Students who are identified using district criteria for at-risk should be identified as at-risk option '2' in your student information system.

HINT: The business manager should know which programs are funded by allowable growth and which programs are funded using at-risk money generated from the free/reduced lunch count.

### 9. CTE Courses in Program has not been approved (Winter only)

This is a winter only error. SRI data is used to pre-populate the Career and Technical Education application. The section for Courses in a Program must be approved prior to certifying SRI.

HINT: Log into the portal > EdInfo > Career and Technical Education to view the application

### 10. Updated Contact Information is not Provided

HINT: Scroll to the bottom of the Home page in SRI. Click on Edit under District Contact. Review and update, if necessary, all contact information for your district then click Update.